

**UNITED STATES DEPARTMENT OF AGRICULTURE**

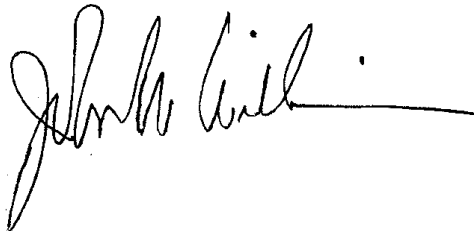
Farm Service Agency  
Washington, DC 20250

**Notice FI-2368**

For: FSA National Office and State Office Employees

**Travel Authorizations and Travel Vouchers for Relocation**

**Approved by:** Acting Deputy Administrator, Management



**1 Overview**

**A**

**Background**

National and State Office employees are required to forward copies of Relocation Travel Authorizations (AD-202R) to the appropriate office to be obligated as follows:

- State Office copies forwarded to KCMO
- National Office copies forwarded to FMD.

Currently KCMO and FMD are either receiving documents late or not at all.

**B**

**Purpose**

This notice reminds employees of the requirement that documents be forwarded to the appropriate office to be obligated.

**Disposal Date**

November 1, 1999

**Distribution**

FSA National Office and State Office Employees

## Notice FI-2368

### 2 Action

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#### A Submitting Travel Relocation Activity Data

Upon receipt of this notice, submit a list of travel relocation activity showing the traveler's name, Social Security number, travel authorization number, travel dates, and un-vouchered amounts for all of FY 1998 and FY 1999 open obligations.

**Note:** No backup documentation is required.

State Offices shall submit their list to the following address:

USDA/FSA/KCMO/FAD  
Attn: Marsha L. Stevens  
P.O. Box 419205  
Kansas City, MO 64141-6205.

National Office employees shall either mail or FAX their list as follows:

- mail to USDA/FSA/FMD/FARB  
Attn: Shirley Glenn  
1400 Independence Avenue, SW  
STOP 0581  
Washington, DC 20250-0581
- FAX to 703-305-1145.

Submit FY 1998 AD-202R information immediately. Submit FY 1999 AD-202R as soon as it is approved and signed, but no later than October 11, 1999.

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#### B Reminder

Although this request focuses specifically on travel relocation activity, National and State Office employees are reminded to forward **all** travel documents to the appropriate address according to established procedures.

These procedures are extremely important to ensure that agency funds are accounted for properly and in a timely manner.

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